

Regular Meeting – April 17, 2019

**I. CALL TO ORDER**

Members in attendance: John Burnham, Bob Johnston, Tim McQuiston,  
 Katrina Proctor, Frank Schreck, Delwood Smith

Members absent: Luigi DeFrancesco, Don Ellis, Jr., Mark Gerow

Others in attendance: Kevin Sprong, Mike Costa, Tim Glasspool,  
 Tom Washington, Ted Watts, David Schaefer, Julie Bauer

The regular meeting of the Joint Operating Committee of the Crawford County CTC was called to order by Vice-Chairman Schreck at 7:02 p.m., in the Conference Room at the Crawford County CTC.

**II. APPROVAL OF REVISED AGENDA**

Motion: Ms. Proctor  
 Second: Mr. Burnham

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**III. APPROVAL OF REGULAR MEETING MINUTES**

Motion: Mr. McQuiston  
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve and accept the Regular Meeting Minutes of March 20, 2019.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**IV. FINANCIAL**

Motion: Mr. Smith  
 Second: Mr. Johnston

RESOLVED, that the CCCTC JOC approve and accept the following financial items:

**A. Expenditures** – General Fund bills for March in the amount of \$342,522.85 and April in the amount of \$223,450.25, totaling \$565,973.10, as presented to the JOC members prior to the meeting for review. A copy of the listing to be made part of the minutes of this meeting.

**B. Reports**

1. **Treasurer's Report**
2. **Activities Report** – Third quarter of 2018-19
3. **Shop Report**
4. **Enrollment Report** (information only)

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**V. COMMUNICATION** – NTMA Chapter News - NW PA Chapter Apprentices

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**A. Travel**

Motion: Mr. McQuiston  
 Second: Ms. Proctor

RESOLVED, that the CCCTC JOC approve the following travel requests:

1. **Nick Shearer**, Diesel instructor – MACS 2019 Mobile A/C Update Clinic at State College, PA on April 24, 2019. The JOC cost for mileage, registration and a substitute is approximately \$343.00.
2. **Bonnie Stein**, Cooperative Education Coordinator – Western PA Cooperative Education Association Spring Meeting at Indiana, PA on May 3, 2019. The JOC cost for mileage is approximately \$136.00.

3. **ROVA Leadership Conference** – Cindy Saulsbery, Health Occupations instructor, and Eric McGuirk, Student Services Chairperson, to travel by school van to Mercer, PA on May 5-6, 2019 with six students for the ROVA (Rotary Outstanding Vocational Award) Leadership Conference. The JOC cost for a substitute is \$75.00.
4. **Becky Parker**, PN Coordinator – PA Association of PN Administrators Spring Conference at Lewisburg, PA on May 8-10, 2019. The cost for mileage, lodging, and food is approximately \$678.00, to be paid by the PN program.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**B. Budget 2019-20 – Final Approval**

Motion: Mr. McQuiston

Second: Mr. Smith

RESOLVED, that the CCCTC JOC affirm the adoption of the 2019-20 Budget in the amount of \$7,307,932 as follows: Operating Expenditures-\$5,390,836; Estimated Gross Debt Services-\$786,425; Secondary Perkins, LPN and Adult Education-\$1,111,581; Welding Program costs-\$19,090 and Capital Project Fund-approximately \$100,000.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**C. Surplus Items**

Motion: Ms. Proctor

Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the list of surplus items to be disposed of, pending review of the items for possible use by the three sending school districts.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**D. School Calendar 2019-20**

Motion: Mr. Smith  
 Second: Mr. McQuiston

RESOLVED, that the CCCTC JOC approve the 2019-20 CCCTC School Calendar as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**E. Recruitment Video Production**

Motion: Mr. Burnham  
 Second: Mr. Smith

RESOLVED, that the CCCTC JOC approve the videography project agreement between CCCTC and Reichel Films as presented.

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**F. Policy Review-Second Reading and Approval**

Motion: Mr. Johnston  
 Second: Mr. Burnham

RESOLVED, that the CCCTC JOC approve the following Policy Manual Updates:

- 901 Public Relations Objectives
- 902 Publications Program

Roll Call

Mr. Burnham	<u>Yes</u>	Mr. Gerow	<u>Absent</u>	Ms. Proctor	<u>Yes</u>
Mr. DeFrancesco	<u>Absent</u>	Mr. Johnston	<u>Yes</u>	Mr. Schreck	<u>Yes</u>
Mr. Ellis, Jr.	<u>Absent</u>	Mr. McQuiston	<u>Yes</u>	Mr. Smith	<u>Yes</u>

Motion Carried

**G. Policy Review – First Reading**

- 903 Public Participation in JOC Meetings
- 904 Public Attendance at Center Events
- 905 Citizen Advisory Committees - DELETED
- 906 Public Complaints

**VIII. DIRECTOR'S REPORT**

**IX. SUPERINTENDENTS' COMMENTS**

**X. JOC MEMBERS' COMMENTS/QUESTIONS**

**XI. NEXT MEETING**

The next JOC meeting is scheduled for May 15, 2019 at 7:00 p.m.

**XII. ADJOURNMENT**

The meeting adjourned on a motion by Mr. McQuiston, seconded by Mr. Burnham, at 7:25 p.m. All in favor.

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Julie A. Bauer, Business Manager/Board Secretary